

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER  
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal: Office of Accreditation and Compliance

**TOPIC:** Faculty credentials

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): The current policy on faculty credentials in the FPPM (III. H. Terminal Degrees) is terse about minimum qualifications of faculty members and other potential qualifications that augment the degrees held. The proposed changes are meant to ensure that department chairs are aware of the need for documenting faculty credentials, most importantly in the case of non-tenure-track faculty (full-time and part-time). The proposed changes were taken to the Academic Chairs Council on April 10, 2018, where no objections were raised.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

- 1) Re-name the section to capture more accurately the forthcoming changes.
- 2) Clarify minimum academic qualifications for all faculty teaching courses at the undergraduate and graduate/post-baccalaureate levels, in accordance with SACSCOC guidelines.
- 3) Specify the documentation and approval of other qualifications than a terminal degree prior to hire.
- 4) Listing categories of potential qualifications additional to graduate degrees/coursework.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The revisions are meant to clarify minimum qualifications, the documentation required, and acceptable additional qualifications, in accordance with a statement from SACSCOC in early April 2018 to reflect new language in the newly adopted Principles of Accreditation.

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:

Administrator: \_\_\_\_\_

Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

## H. TERMINAL DEGREES FACULTY QUALIFICATIONS AND CREDENTIALS

1. The terminal degree for faculty in all departments shall be an earned doctorate from an institution accredited by a recognized regional accreditation body. The degree shall be in the area of specialization taught, or the Ed.D. for those teaching education methods courses or supervising student teachers. The M.F.A. shall be the recognized terminal degree for faculty teaching creative or performance courses in art, music, writing, graphic and animation design, and technical or performance areas of theatre.
2. While all tenure-track faculty are expected to hold the terminal degree, Longwood University recognizes that the possession of a doctoral degree may not properly measure an individual's capacity for contributing to the intellectual life of the University. Written exemptions from the doctoral degree requirement may be granted on a case-by-case basis at initial appointment by the Provost and Vice President for Academic Affairs (PVPAA) acting at the written recommendation of the faculty member's Dean, Department Chair, and Department Promotion and Tenure Committee. This permanent exemption shall be specified in the initial contract; apply to all levels of consideration for appointment, reappointment, promotion and tenure; and be considered under one or more of the following conditions:
  - a. The department's accrediting agency specifies a degree other than the doctoral degree as the appropriate terminal degree.
  - b. The Dean, the Department Chair, and the Department Promotion and Tenure Committee agree that the faculty member has equivalent experience or competence in the area of specialization.
3. The standard minimum qualification for all faculty teaching courses at the undergraduate level is 18 graduate hours in the teaching discipline; preferably, they should hold a master's or a doctoral degree in the teaching discipline. The standard minimum qualification for faculty teaching courses at the graduate or post-baccalaureate level is an earned doctorate or terminal degree in the teaching discipline from an accredited institution. Exceptions to the standard minimum qualifications must be documented using the other qualifications in item 4 and approved by Academic Affairs prior to hiring.~~Non-tenure-track full-time faculty and adjunct faculty are expected to hold at least a master's degree or have earned at least 18 graduate credit hours in the teaching field from an institution accredited by a recognized regional accreditation body.~~
4. When determining acceptable qualifications for both full-time and part-time faculty, primary consideration is given to a faculty member's highest earned degree in the relevant teaching discipline. Other qualifications include: other graduate coursework, related work experiences in the field, professional licensure and certifications, or other demonstrated competencies and achievements that contribute to effective teaching and achievement of student learning outcomes. Documentation of all faculty credentials will be maintained in Academic Affairs and/or the Office of Accreditation and Compliance.~~In all cases where any faculty member does not hold the terminal degree in the teaching field, documentation of the faculty member's credentials and qualifications will be maintained in accordance with the Office of Academic Affairs procedures for certification of credentials.~~

*References: Faculty Handbook 1982, 1986; Organization of Teaching Faculty, March 5, 1987; Longwood College Board of Visitors, July 16, 1982. page 33; Faculty Senate, March 2, 2017.*